

Vendor Registration Overview

When

Each vendor awarded a contract with the Commonwealth and all potential vendors wanting to be notified via e-mail of opportunities to do business with the Commonwealth must be registered. Registration allows vendors the opportunity to identify those products and services they wish to offer to the Commonwealth. In addition, vendor registration makes it easier for agencies to find your company.

Where

Vendors may register on the Vendor Self Service (VSS) site. Upon opening that site, select the *Register* box.

What

There are a total of nine steps in the vendor registration process. Vendors must provide all mandatory information, as identified by a red asterisk (*). Please read each section carefully, as a vendor can be successfully registered without completing much of the information.

Step 1

When *Individual* is selected in the *Organization Type* field, the first and last name must be entered; otherwise, select *Company* in the *Organization Type* field and complete the company name. If a vendor desires to receive their payments through electronic funds transfer (EFT), banking information is required in this step. If a vendor supplies an e-mail address in Step 6, an e-mail will be sent to the vendor stating when funds will be deposited into their supplied account.

Step 2

The *User ID* and *Password* provides the ability to both make changes to the vendor's record in VSS, as well as bid on electronic bid requests for goods or services from the Commonwealth.

Step 3

If there is already a vendor record in VSS for your *Taxpayer Identification Number (TIN)*, complete the data in the *Taxpayer ID Number Already Registered* section; otherwise, complete the data in the *Add New Taxpayer ID Number* section.

Step 4

Enter *Account Administrator* information.

Step 5

If procurement contacts should be to the *Account Administrator*, then click the button for *Account Administrator*; otherwise, enter information for procurement correspondence.

Step 6

If payments are to be sent to either the *Account Administrator* or the contact for *Ordering*, then click the appropriate button; otherwise, enter the appropriate address information for the Commonwealth to send payments.

Step 7

This step is optional, but should be entered if vendor makes purchases from the Commonwealth. Vendors may select the *Account Administrator*, the contact for *Ordering*, or the contact for Payments to receive bills from the Commonwealth; otherwise, enter the appropriate address information for the Commonwealth to send Invoices/Statements.

Step 8

Vendors should select the appropriate *Business Type*. Vendors should select all commodity codes that they are interested in receiving e-mail notification, when bids are issued.

Note: To assist in searching for commodities, vendors can first search for a summary level commodity that ends in 00 by entering “*00”. After that summary search, the user can then search within the commodity class for more exact commodities. For example, first search for *00 to find that Household Appliances are 04500, and then search for 045* to find that 04594 are for Household Washers and Dryers. If you only sell only Washers and Dryers, you should register for both 04500 and 04594.

A *Commodity Class Codes and Descriptions* listing is provided on the eProcurement Web site @ <http://eprocurement.ky.gov/>.

Step 9

Vendors should review their information entered on previous steps and submit the registration.

Update Registration Information

Vendors may change the information they have entered by logging into VSS and selecting the option for *Account Maintenance*.

Forget Your User Name?

Vendors who do not know or have forgotten their User Name should contact the Customer Resource Center at Finance.CRCGroup@ky.gov.